

City of Freeport
OCTOBER 13, 2015 REGULAR COUNCIL MEETING MINUTES
7:00 p.m./Council Chambers/Freeport City Hall
October 13, 2015 Agenda

I. Meeting Called to Order

The meeting was called to order at 7:03 p.m. by Mayor Russ Barley. The meeting was held in Chamber Chambers of the Freeport City Hall.

Council members present: Councilman Eddie Farris, Councilwoman Kasey Cuchens, Councilwoman Janice McLean, Mayor Russ Barley, Councilwoman Elizabeth Brannon and Councilwoman Jennifer Laird.

Staff present: City Clerk Gary Mattison, City Attorney Clayton Adkinson, City Planner Latilda Hughes-Neel, Water Supervisor Larry Tuggle and Parks Director Dana Weiler.

II. Invocation and Pledge of Allegiance

The invocation was given by Councilman Farris, followed by the Pledge of Allegiance to the American Flag.

III. Recognition of Guests

Mayor Barley recognized Walton County District 4 Commissioner Bill Chapman who was in attendance.

A. Punt, Pass & Kick Winners (Parks Director Weiler)

Mayor Barley presented ribbons to the following winners of the Punt, Pass & Kick Competition held at Freeport Regional Sports Complex:

Boys 6/7:	Eli Pentz
Girls 8/9:	Sarah Bearden
Boys 8/9:	Braden Roberts
Girls 10/11:	Madison Priebe
Boys 10/11:	Caden Forsgen
Boys 12/13:	Nathan Roberts

Parks Director Weiler noted to the Council that the Freeport winners are eligible to participate in the sectional competition in Panama City. If the children win in sectionals, they will get to attend a Jaguars game and they are eligible to compete in the regional competition in Tallahassee. The state competition is in Jacksonville.

IV. Approval of Past Minutes (Action Requested)

- 9/8/15 FCC Special Council Meeting Minutes (Draft Millage/Budget)
- 9/8/15 FCC Regular Council Meeting Minutes

Council Action: Councilwoman Cuchens motioned to approve the 9/8/15 Special Council Meeting-Budget Minutes and the 9/8/15 Regular Council Meeting Minutes as presented.

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Councilwoman McLean seconded the motion. All ayes; motion carried.

- 9/22/15 FCC Special Council Meeting (Millage/Budget)
- 9/22/15 FCC Special Council Meeting (Staff Accountant Position)

Council Action: Councilman Farris motioned to approve the 9/22/15 Special Council Meeting-Budget Minutes and the 9/22/15 Special Council Meeting-Staff Accountant Minutes as presented. Councilwoman Laird seconded the motion. All ayes; motion carried.

- 9/24/15 FCC Special Council Meeting (Budget)
- 9/24/15 Regular Council Meeting Minutes

City Planner Hughes-Neel pointed out two (2) clerical errors in the 9/24/15 Regular Council meeting minutes. Councilwoman Brannon requested that the expenditure report referenced by the City Clerk in the minutes be attached to the minutes also.

Council Action: Councilwoman Cuchens motioned to approve the 9/24/15 Special Council Meeting – Budget Minutes as presented and the 9/24/15 Regular Council Meeting Minutes with corrections as noted. Councilwoman Brannon seconded the motion. All ayes; motion carried.

- 9/28/15 Special Council Meeting (Tentative Budget/Staff Accountant Position)

Council Action: Councilwoman Cuchens motioned to approve the 9/28/15 Special Council Meeting – Tentative Budget Minutes as presented. Councilwoman Laird seconded the motion. All ayes; motion carried.

- 9/30/15 Special Council Meeting (Final Budget)

Council Action: Councilwoman Cuchens motioned to approve the 9/30/15 Special Council Meeting – Final Budget Minutes as presented. Councilwoman Laird seconded the motion. All ayes; motion carried.

V. Consideration of Additions/~~Deletions~~ to Agenda

City Clerk Mattison:

- Delete IX. H. under New Business
- Add Equipment under Water Dept.
- Add Personnel/Staffing under City Clerk Matters
- Add Old City Hall Issues under City Clerk Matters

Councilwoman Cuchens:

- Delete Strategic Plan under her items

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Mayor Barley:

- Requested to table the TPO Appointment Transfer requested by Councilwoman Brannon to the next council meeting.

Councilwoman McLean:

- Item is informational, not action

VI. Approval of Agenda with Additions/Deletions

Council Action: Councilman Farris motioned to approve the Agenda with the specified Additions and Deletions. Councilwoman Laird seconded the motion. All ayes; motion carried.

VII. Staff Reports

A. City Clerk Matters

1. Expenditures (Information)

City Clerk Mattison directed the Council to the list of Expenditures (attached).

2. Pay All Bills in Order (Action Requested)

Council Action: Councilwoman Cuchens motioned to pay the bills. Councilwoman McLean seconded the motion. All ayes; motion carried.

3. Billing Clerk Uniforms (Action Item)

City Clerk Mattison requested approval to uniform the Sewer/Water Billing Dept. employees in dark slacks and Freeport shirts. Mayor Barley requested that the shirts be the Elite, not the polo shirts so the employees would look more professional.

Council Action: Councilman Farris motioned to uniform the Billing Dept. in dark slacks and Freeport Elite shirts. Councilwoman Laird seconded the motion. All ayes; motion carried.

4. Impact Fee Studies (Action)

a) Freeport Water and Wastewater Impact Fee Study

City Clerk Mattison presented the Impact Fee Study proposal by City Engineer Preble-Rish.

Council Action: Councilwoman McLean motioned to approve the Impact Fee Study proposal by Preble-Rish for \$20,000. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

b) Freeport Water and Wastewater Rate Fee Study

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City Clerk Mattison presented the Water and Wastewater Rate Fee Study proposal by City Engineer Preble-Rish.

Council Discussion: Councilwoman Cuchens reminded the Council that Rural Water will do a rate study for free.

Council Action: Councilwoman Cuchens motioned to request Rural Water do a rate study for the City of Freeport. Councilman Farris seconded the motion. All ayes; motion carried.

5. Implementation of 3% COLA/Cost of Living Adjustment (Information/Action)

City Clerk Mattison reminded the Council that in the 2015-2016 Budget, the Council had set aside 6% of the total employee payroll for 1) 3% COLA (Cost of Living Adjustment) and 3% for merit raises/promotions.

Council Action: Councilwoman Cuchens motioned to implement the 3% COLA for all full-time city employees. Councilwoman McLean seconded the motion. All ayes; motion carried.

6. Personnel/Staffing (Information)

City Clerk Mattison informed the Council that the temporary staff accountant was meeting with the City Auditor the following Friday. The Council discussed the various vacancies in city personnel. City Clerk Mattison stated that interviews for the Utility Director, the Staff Accountant and Utility Billing Clerk were ready to move forward.

Council Action: Councilwoman Cuchens motioned to set a Special Council Meeting for Monday, October 19, 2015, 6:30 p.m. for the purpose of interviewing candidates for the Utility Billing Clerk position, the Staff Accountant position and the Utility Director position. Councilwoman Brannon seconded the motion. All ayes; motion carried.

7. Old City Hall Issues (Information)

City Clerk Mattison reiterated to the Council that the Old City Hall located at the end of Madison Street was available to rental and use by the public. The City has done some painting and re-flooring. There were several entities renting it on a regular basis but there are time slots available. Mattison went on to say that there was a room in the Old City Hall which is ideal for storage. As soon as possible, he and City Planner Hughes-Neel will go through the files, the bulk of which are Planning & Zoning's records, and will weed out what can be discarded, according to the state statutory schedule for records retention.

B. Planning & Zoning Dept. – none

C. Legal Matters

1. Tap Fee policy language

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Attorney Adkinson presented the tap fee transfer language prepared by his office (attached).

Jay Odom asked about the draft guidelines which covered tap and impact fees that the Council had reviewed earlier. City Planner Hughes-Neel verified that a draft set of guidelines for the transfer of tap and impact fees had been provided to the Council and Adkinson Law Firm at an earlier meeting. Odom stated that he had no objection to the tap transfer language. He offered to have his attorney meet with Adkinson Law Firm on draft language to be able to transfer impact fees. Councilwoman Cuchens stated that she would like for Adkinson to meet with Odom to review the statutes and see if there is opportunity for the City to amend its ordinance pertaining to impact fees.

Council Action: Councilwoman Brannon motioned to approve the tap fee transfer policy language as presented by Attorney Adkinson. Councilwoman McLean seconded the motion. All ayes; motion carried.

D. Parks Dept.

1. St. Joe Foundation grant submission (Information/Action)

Parks Director Weiler requested approval to apply for a grant for the city pool through the St. Joe Foundation. Weiler stated that she has already prepared a draft proposal, but that a 501.C.6 status may be required. Her goal is to acquire \$28,000 for pool repairs/improvements.

Council Action: Councilwoman Cuchens motioned to approve a grant submission to St. Joe Foundation for the city pool. Councilwoman Laird seconded the motion. All ayes; motion carried.

2. Archery & Disc Golf (Information)

Parks Director Weiler reported to the Council that disc golf is becoming more popular nationwide. The City has the opportunity to hold a disc golf tournament but the disc golf course needs to be redesigned to accommodate a larger number of players. The archery course needs to be developed in such a way that there is no shooting toward the roadways. Professional disc golfer Steve Hollis has volunteered to help with the redesign. The City could host monthly and quarterly competitions. Weiler asked permission to draw up a land lease agreement with Jay Odom to utilize some of his property adjoining the Freeport Regional Sports Complex for disc golf and archery (attached). Jay Odom stated that he has a draft lease agreement that could be provided to Adkinson Law Firm for review prior to the meeting on the 22nd. Odom stated that the lease agreement would be necessary for City insurance.

3. Turf Conditions at the Park/Expenses to Repair (Action)

Parks Director Weiler requested permission to have 3 control panels for irrigation to be repaired for \$7,000 (attached).

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Council Action: Councilwoman McLean motioned to approve the repair of 3 irrigation panels for \$7,000. Councilwoman Laird seconded the motion. There was no vote.

Public Discussion:

John Harrick: Wouldn't the lighting strike which took out the panels be an insurance claim?

Mattison: that paperwork is being prepared for the city insurance company. There is no rush as the dormant season is coming on.

Kurt Becker: I'm in the landscape business; I work for Barefoot Lawn Care. Bermuda will go dormant. Valley Crest is worth the extra money.

The Council reviewed the quotes Weiler obtained for irrigation panel repairs from various companies for various services (attached).

Council Action: Councilwoman Mclean motioned to approve Irrigation & Landscape Solutions to repair 3 irrigation panels for \$6,960.00. Councilwoman Brannon seconded the motion. All ayes; motion carried.

The Council instructed Hughes-Neel to add bids for aeration/potash and rye over-seeding of the Freeport Regional Sports Complex to the Monday Special Council Meeting agenda.

John Harrick: Will the park be closed for the seeding?

Attorney Adkinson: the Council can close the park to use so that the City's inmate crew and perform some of the work to offset costs.

E. Engineering – none

F. Water Dept.

1. Equipment (Action)

Per City Clerk Mattison, the Water Department budgeted \$15,000 for a locator machine. The Water Dept. has a quote of \$12,350.00. Water Supervisor Larry Tuggle requested permission to replace the locator machine and get quote to repair current locator machine to use as back-up, with a total encumbrance up to \$15,000.

Council Action: Councilwoman Cuchens motioned to allow Larry to purchase the new machine and get the old machine repaired, for a total expenditure of up to \$15,000. Councilman Farris seconded the motion. All ayes; motion carried.

2. Request for Repairs (Action)

Per City Clerk Mattison, emergency repairs are needed for Well # 2. Mattison will have the scope of work and amounts by the Special Meeting on Monday.

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G. Sewer Dept.- none

VIII. **Old Business** - none

IX. **New Business**

A. Mayor Russ Barley

Mayor Barley noted that the inside remodel of the Community Center is finished.

Mayor Barley reminded everyone that the Mayor's Ball is October 24th.

Mayor Barley passed out several renderings of proposed city signs for the Council to review (attached). He stated that the cost for the signs would be under the \$15,000 currently budgeted for signage.

B. Councilwoman Brannon

1. Legislative Issues

Councilwoman Brannon stated that the League of Cities is scheduling its Advocacy Program. Councilwoman Brannon will bring information back to the Council when it is available.

2. ~~Request to transfer TPO appointment to Councilman Farris (Action)~~ tabled to 10/22/15 FCC RCM

C. Councilwoman Cuchens

1. Bayfest/ Council Workshop

Councilwoman Cuchens requested that the Council hold a workshop with the Bayfest Committee to discuss Bayfest after the final numbers are obtained.

2. ~~Strategic Plan and CIP (Capital Improvements Program)~~

D. Councilman Farris

1. Approval to purchase Ice-Maker for Community Center (Action)

Councilman Farris requested permission to purchase an icemaker for the Community Center. The old icemaker was moved to the Water Dept. He handed out specifications for one available out of Pensacola that costs approximately \$1588.00 (attached)

E. Councilwoman Laird – none

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F. Councilwoman McLean

Councilwoman McLean thanked Councilman Farris for putting together the employee fish fry; it was very good and very well attended. The Council chimed in that it was very enjoyable.

Councilwoman McLean also noted that John and Peggy Collins had donated a white baby grand piano for the Community Center.

1. Bookkeeper Training (~~Action~~ Information Only) attached.

G. Bob Jones/CDBG Administrative Proposal

City Clerk Mattison directed the Council to the Ranking Sheet for CDBG Administrative Proposal. Mattison stated that while the City had only received one proposal; the proposal from Jones Phillips & Associates, the proposal does need to be graded and ranked.

City Clerk Mattison compiled the rankings by the Council and announced that Jones Phillips & Associates was the top ranked firm (attached).

Council Action: Councilwoman Cuchens motioned that the firm Jones Phillips & Associates be considered fully qualified and to request Florida Department of Economic Opportunity approval of this sole source procurement for the City of Freeport. The motion was seconded by Councilwoman McLean. All ayes; motion carried.

~~H. Scott Brannon/Freeport Capital Improvements Acquisition Projects (Information/Action)~~

- ~~1. Identified Acquisition Properties~~
- ~~2. Approval to apply for FDEP Acquisitions Grant~~

X. Public Comment

Dan Curry, current president of Freeport Area Youth Sports Association (FAYS) (youth football) discussed an issue they were having in getting a field to practice on; apparently the previous president who was voted out went to Weiler and said the league would not need fields and Weiler deleted their practice field reservations and leased the fields to the county youth soccer program. After much discussion, the Council determined that for the remaining 3 weeks of youth football season, the program could utilize the south field on Mondays, Wednesdays and Fridays from 6-8 pm, with the understanding that they would have to check out a key for the lights with each use.

Racyne Diggs asked the procedure to obtain budgetary expenditure information. Councilwoman Cuchens explained the public records request procedure.

City Attorney requested clarification that it was the will of the Council that Adkinson Law Firm meet with Jay Odom and his attorney pertaining to transfer of impact fees. The council generally assented that Adkinson was to meet with Odom and his representative. Adkinson also stated that he had received 4 inquiries regarding conflicts and he was distributing letters from his firm to the Council and the City Clerk.

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XI. Adjournment

Mayor Barley called for a motion to adjourn. Councilwoman McLean motioned to adjourn. The meeting adjourned at 9:08 p.m.

FREEPORT CITY COUNCIL

Mayor

Council President

ATTEST:

City Clerk